

TOWN OF COTTAGE GROVE

4058 County Road N
COTTAGE GROVE, WISCONSIN 53527

TOWN BOARD RESOLUTION 2014-08

ESTABLISHING PUBLIC PARTICIPATION PROCEDURES FOR AN UPDATE TO THE COMPREHENSIVE PLAN FOR THE TOWN OF COTTAGE GROVE, WISCONSIN

The Town Board of the Town of Cottage Grove, Wisconsin does ordain as follows:

WHEREAS, §66.1001(2)(i), Wisconsin Statutes, requires that the Town of Cottage Grove, Wisconsin update its comprehensive plan at least once every ten years; and

WHEREAS, the Town intends to prepare and adopt an update to the Town of Cottage Grove Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

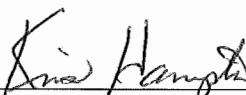
WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the Town Board adopt written procedures designed to foster public participation at every stage of the plan update or amendment process, and that such written procedures provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the Board to respond; and

WHEREAS, meaningful public involvement in processes to update and subsequently amend the Town Comprehensive Plan is important to ensure that the resulting plan meet the wishes and expectations of the public; and


WHEREAS, the attached "Public Participation Strategy and Procedures for the Town of Cottage Grove Comprehensive Plan" includes procedures to foster public participation, ensure distribution of draft plan materials, provide opportunities for written comments, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of Cottage Grove, Wisconsin hereby adopts the procedures included in the "Public Participation Strategy for the Town of Cottage Grove Comprehensive Plan" as its public participation procedures for an update to its Comprehensive Plan and subsequent periodic amendments to such updated plan, meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

Enacted this 1st day of December, 2014


Kris Hampton, Town Chair

ATTEST:


Kim Banigan, Town Clerk

Public Participation Strategy for the Town of Cottage Grove Comprehensive Plan

(ADOPTED 12/1/14)

Introduction

A required component of Section 66.1001 of Wisconsin Statutes—the State’s comprehensive planning legislation—is to actively involve community stakeholders throughout the process to prepare, update, or amend a local comprehensive plan. Public participation helps to ensure that the resulting comprehensive plan accurately reflects the vision, goals, and values of the citizens of a community.

Section 66.1001(4)(a) of Wisconsin Statutes requires the Town of Cottage Grove to adopt, by resolution, written procedures designed to foster public participation at every stage in the update to or subsequent amendment of its comprehensive plan. The written procedures must provide for wide distribution of the comprehensive plan, an opportunity for the public to submit written comments on the plan, and provisions for local response to such comments.

This document is intended to fulfill this statutory requirement. It outlines the procedures that will be followed to consider and adopt the update and subsequent periodic amendments to the Town’s 2015 Comprehensive Plan, until such time as the Town once again prepares another full update to its Comprehensive Plan.

Goals Addressed by this Public Participation Strategy

- Provide opportunities for people to participate in processes to consider and adopt an update and subsequent amendments to the Town’s Comprehensive Plan.
- Adopt provisions in the update and subsequent amendments that reflect the ideas, desires, and objectives of most residents and property owners.
- Use the Town’s Plan Commission as a foundation for guiding the plan update/ amendment processes.
- Meet the requirements set forth in Section 66.1001 of Wisconsin Statutes.
- Recognize that the goals expressed above must be balanced with the need to complete the comprehensive plan update/amendments within a reasonable timeframe.

Public Participation Techniques

Community participation will focus around meetings of Town Plan Commission, Town Board, or joint meetings of the two bodies. The Town will, at a minimum, use the following techniques to obtain public input during its plan update process and each subsequent plan amendment process:

- Ensure that all Plan Commission and Town Board meetings to consider, discuss, and adopt the Comprehensive Plan update/amendments are open to the public, and are noticed as required by State open meeting regulations.
- Provide at least some opportunity at all public meetings for public comment, at the discretion of the Plan Commission or Town Board. Some meetings will be specifically intended to encourage wide participation from the public. Other meetings will be primarily intended to be work sessions for the Plan Commission, Town Board, or some combination. With respect to the latter, a public comment period will be included at the end of the work session, the beginning of the work session, or both. This will allow the Commission or Board to

concentrate on completing tasks without interruption, while still allowing the public an appropriate opportunity to observe and provide comments.

- Hold one formal public hearing on the proposed comprehensive plan update or amendments and the adopting ordinance prior to adoption. All members of the public will have an opportunity to present testimony and offer comments at the public hearing. The public hearing will be noticed and held per the requirements of Wisconsin Statutes, Section 66.1001.

Opportunities for Comments on the Draft Comprehensive Plan Update/Amendments

The Town will have available copies of draft plan update/amendment materials at the Town Hall during normal business hours, and on the Town's web page. The Town will also provide copies of the draft and final plan update/amendments to adjacent and overlapping governments and non-metallic mineral interests as required by statute, and to members of the participating public as requested. The Town may charge for public copies an amount equal to the costs of time and materials to produce such copies.

Public comments will be solicited and responded to at every stage of the plan update/amendment processes. Written comments on the comprehensive plan update/amendments may also be delivered, mailed, or e-mailed to the Town Clerk. The Town will respond to written comments via mail, e-mail, telephone, meeting, and/or through consideration of appropriate changes to the comprehensive plan.